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2011 Conference Speakers' Tips

**Presented by the
UBO Program Office Conference Support Team**

**Log into: <http://altarum.adobeconnect.com/ubo> and
enter your *full name* for complete registration**

**Please note, you must also dial in for audio:
Dial in number: 877-694-5777
Participant code: 6944507**

Please be sure to mute your telephone upon entry, and do not put it on hold during the session. You may submit a question at anytime by typing it into the "Question" field on the left and clicking "Send."



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Objectives

- Thank you to all 2011 Conference speakers
- What is different in 2011?
- Timelines for Conference materials
- Presentation review
- Conference logistics



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Welcome and Thanks!

- Thank you for agreeing to present at the 2011 MHS Revenue Cycle Educational Conference
- Receipt of Conference speaker packet
- Items to discuss with Conference speakers:
 - Content
 - Timelines
 - Logistics



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What Is Different in 2011?

- Data Integrity (DQ and MEPRS) have been added to the Conference
- Encourage training across tracks
- 8 tracks:
 - 3 UBO (includes 1 MSA)
 - 1 Data Integrity (includes MEPRS and DQ)
 - 2 UBU
 - 1 TPOCS-UBO *Service Program Manager permission required*
 - 1 CCE-UBU *Service Program Manager permission required*



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MSA Track

- All MSA courses are open to all attendees, but ask that only those who are new to MSA sign up for the Monday basic courses
- Internet is not available in the MSA classroom



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Timelines

- Speaker packets were sent out on 1 December and 7 December 2010
- Biographies and course synopses are due 10 December 2010 (due 17 December 2010 for packets sent 7 December 2010)
- Presentations are due on or before 28 January 2011 to guarantee posting on UBO and MEPRS Websites



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Presentation Reviews

- Presentations will be reviewed for the following:
 - Formatted using the 2011 Conference template
 - Protected Health Information (PHI) and Personally Identifiable Information (PII) removed
 - Compliance with all copyright and trademark laws
- Personal Names
 - Include speaker name only on title and final slides
 - Other names within the presentations should be obviously fictitious
 - Names will be redacted from presentations for posting to the Website for attendee download



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Caution for PHI and PII

- We receive 5 – 10 PHI and PII breaches per conference
- All breaches involve patient data on screen shots
- Once received, we must report the incident
- Text boxes covering PHI and PII do not work
- Penalties may apply if failure to comply
 - For assistance, e-mail
UBO.ConferenceSpeakers@altarum.org



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Registration

- Conference registration will open in mid-January 2011
- Link to Registration Website will be available on the UBO Website: <http://www.tricare.mil/ocfo/mcfs/ubo/>
- Conference registration will close on 21 February, 2011
- Lodging reservations will be available through the Conference Registration Website
 - Lodging must be reserved by 21 February 2011; cancellations can be made without penalty by 21 February 2011



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Registration

- All participants must register with the National Conference Center as Day or Overnight guests, unless attending for only your presentation
 - Contact UBO.ConferenceSpeakers@altarum.org to make arrangements for gate pass if attending for only your own presentation



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Conference Logistics

- Speaker Preparation Room
 - It is a pre-presentation review room; Internet will not be available
 - Limited availability 10 to 15 minutes prior to session
 - Arrangements for use of speaker presentation room must be made in advance; contact UBO.ConferenceSpeakers@altarum.org
- All UBU courses will be held in the North Building



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Conference Logistics

- Attire for speakers
 - Military = Service Dress/Class A
 - Civilian = Business attire
- Monday, 14 March, 1900-2100: Welcome Reception
- Tuesday, 15 March: Open Evening with Transportation to Shopping Malls and DC Tours
- Wednesday, 16 March, 1900-2200: Line Dancing and American Idol Karaoke, Country-Western Style



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Questions?

We are here to support you.

Contact us with any questions at
UBO.ConferenceSpeakers@altarum.org

